

STEVENSON-CARSON SCHOOL DISTRICT No. 303
Skamania County, Washington
September 1, 1992 Through August 31, 1993

Schedule Of Findings

1. The District Should Strengthen Enrollment Procedures And Ensure Accuracy Of Reports

We tested the enrollment reporting system at one of the district's four schools and found instances of the following conditions:

- a. Home school students were counted on monthly enrollment forms when they were not enrolled in a course of study or when they were not enrolled for the required 10 hours per week.
- b. Students were not withdrawn after being absent for 20 days or upon notice of withdrawal.

Washington Administrative Code 392.121.106 states in part:

Enrolled student means a person who: . . . (3) Actually participated on a school day during the current school year in a course of study

Superintendent of Public Instruction (SPI) Bulletin 35-92 (P) states in part:

Home based students enrolled in a public school for 10 hours per week should be counted

SPI Bulletin 35-92, (I) (1) & (2) further states:

A student whose consecutive days of absence from school exceed twenty school days cannot be counted as an enrolled student

A student for whom the school district has received notification of dropping out of school by the student or the student's parent or guardian cannot be counted as an enrolled student until attendance is resumed.

District personnel were unfamiliar with enrollment reporting requirements.

Because enrollment is one of the primary elements in computing school apportionment revenue provided by the state, it is particularly important the district's SPI enrollment reports are correct.

We recommend the district strengthen its system to accurately file enrollment reports according to procedures established by the Superintendent of Public Instruction.